

Publication Date: 08 MAY 23  
Hours a week: 30  
Pay: \$15.00 to \$18.00 D.O.E.  
Classification: Non-exempt  
Posted Until Filled

## **EXECUTIVE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, provides assistance and support to the Office of the City Manager, assists in preparing the budget, and responds to and resolves public inquiries and complaints. Independently exercise sound judgment in various situations, with strong written and verbal communication, administrative and organizational skills. Maintains a realistic balance among multiple priorities. Position requires the use of confidentiality, discretion, and independence of action. Responsibilities may be sensitive and confidential.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this position. Candidate may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist in the preparation of the budget.
- Coordinate the release of public information; maintain contact with various media outlets; update media on City or community issues.
- Develop programs and activities to attract and retain business for the City; assist new businesses with the development process; provide information on City policies and procedures.
- Develop programs and activities that engage the community.
- Answer telephones and take messages or transfer calls.
- Research, compile and analyze data; prepare correspondence, reports, and other written documents; and assist in designing and producing technical information, handouts, newsletters, and other communication materials.
- Assist with managing social media content and inquiries for the City. Create, assemble, and publish content for the monthly newsletter and social media accounts.
- Promotes innovation, critical thinking, and creativity in developing approaches and solutions to City needs.
- Coordinates website maintenance and updates.
- Performs various functions, including projects, packets, forms, social media interactions, grant writing, and public notifications.
- Perform related duties as required.

**KNOWLEDGE OF**

- Business letter writing and report preparation techniques
- Customer Service
- Proficient knowledge of Apple devices and products (i.e., Pages, Keynote, and Numbers)

**ABILITY TO**

- Independently perform administrative support services.
- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibility.
- Operate office equipment, including computers, copiers, and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

High-school diploma - Minimum

Associate Degree 2 Years - Preferred

**IMPORTANT QUALITIES**

- Organizational Skills - Organization and prioritization, knowing how to keep yourself on task and determine which tasks are the most important in a given list.
- Writing Skills - Spelling, punctuation, sentence structure, and writing styles such as professional, technical, and creative.
- Judgment and Decision Making - Use logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a problem. Exercises appropriate judgment in establishing priorities. Considers the relative costs and benefits of potential actions.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards, and commissions.
- Management of Personnel Resources - Able to self-motivate and manage own time.
- Communication - Excellent ability to communicate, orally and in writing, ideas and proposals effectively to diverse audiences, including preparing and presenting various related public relations materials. Excellent ability to synthesize and clearly articulate complex information and ideas presented verbally and in writing. Ability to handle multiple issues with tact and in a confidential manner.

**HOW TO APPLY**

Submit a cover letter and CV to [citymanager@cityofwakefieldmi.gov](mailto:citymanager@cityofwakefieldmi.gov).